

## **REAL ESTATE & FACILITIES FEDERAL ACQUISITION REGULATION SUPPLEMENT**

### **PART 242—CONTRACT ADMINISTRATION**

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#### **SUBPART 242.2—CONTRACT ADMINISTRATION**

##### **242.202 Assignment of contract administration.**

(a) *Delegating functions.* For leased buildings in the National Capital Region assigned to the DOD for management, the GSA has delegated contract administration functions to RE&F in accordance with the Delegation of Authority Agreement between the DOD and GSA.

##### **242.202-90 Contract administration forms.**

Use REFCO Form 32, Architectural Engineering Delivery Order File Index, to identify items filed in delivery orders. The Modification File Content Index, REFCO Form 36, shall be inserted on top of each modification in the file. REFCO Form 45, Modification Log, shall be used to document all modifications issued. The REFCO Form 13, Meeting Attendance, may be used to document attendance at meetings pertaining to the procurement. Use the REFCO Form 15, Contract Administration Summary, to provide a synopsis of pertinent contract administration information. The completed form is to be placed on top of TAB G of the contract file.

#### **SUBPART 242.5—POSTAWARD ORIENTATION**

Use REFCO Form 33, Pre-Performance Conference and Pre-Final Payment Checklist, as a guide for conducting preperformance conferences and for contract closeout. REFCO Form 34, Pre-Performance Handout, may be used at postaward conferences. REFCO Form 44, Contract Discrepancy Report may be used to document contract discrepancies. A copy of these forms when completed shall be maintained in the contract file.

##### **242.504 Postaward letters.**

The REFCO Form 34, Pre-Performance Handout, may be used with postaward letters.